



## Enterprise Configuration Management Implementation File Repository Directory Structure Reference

### File Repository Directory Structure Reference

#### Overview

Projects can organize their File Repositories in different configurations. The Directory Structure Reference provided below is a recommended structure for projects in the Vision Phase. It should be reviewed by projects in later phases of the SLC to validate or improve the directory structure's ability to enable efficient Configuration Management (CM).

Items marked with an Asterisk (\*) are highly recommended as Configuration Items. Configuration Items (CI) are ones that are placed and maintained under strict Configuration Management.

The focus of this guidance is on the Administrative Section of the File Repository Structure as the other sections are far more project-specific. Projects should begin practicing CM during the vision phase. Frequently the first step taken by start-up projects is the organization of their Directory Structures/File Repositories as it facilitates much of the follow-on CM activity.

#### Project Name

- Administration
  - Workplan
    - Project Workplan\*
  - Project Plan
    - Project Plan\*
  - Business Case
    - Business Case (Phase)\*
    - IRB Presentation\*
  - Status Reports
    - Bi-weekly SFA Status Reports\*
    - Client Executive Briefing Status Reports\*
    - Team (Internal) Status Reports
    - Kick-off Presentation
  - Metrics
    - FCG Monthly Metrics Workbook\*
    - Project Specific Metrics\*
  - Status Meetings
    - Status Meeting Minutes\*
    - Status Meeting Agendas\*
    - Status Meeting Presentations
  - SQA
    - SQA Schedule\*
    - SQA Report
  - Configuration Management
    - CM Plan\*
    - CM Audit Schedule\*
    - CM Audit Reports\*
    - CM Brown Bag Materials



## Enterprise Configuration Management Implementation File Repository Directory Structure Reference

- Change Requests
  - VDC CRs\*
  - Requirements CRs\*
  - Code CRs\*
- Change Log
  - Change Log\*
- Templates
  - Project Standard Template Guidance
  - Templates (project-specific)
- Deliverables
  - Deliverable Tracking Spreadsheet\*
  - Deliverables (project-specific)
- Risks
  - Risk Tracking/Assessment Matrix\*
- Issues
  - Issues Log\*
  - Issues for Escalation
- Contacts
  - Team Contact List
  - Mod Partner Contact List
- Design
  - Requirements
  - Design CCB Meeting Minutes
  - Requirements Traceability Matrix
  - Process Flows
  - Use Cases
- Development
  - Technical Specifications\*
  - Environment Specifications
  - Clear Case Specifications (project-specific)
  - Deliverable Code Modules
  - Code Tracking (project-specific)
  -
- Testing
  - Test Plan\*
  - Test Conditions
  - Test Scripts
  - Test Results
  - SIR Log
- Communications
  - Communication Plan
  - Conferences & Event Presentation (project-specific)
- Operations
  - Operations Procedures
  - Transition Plan
- Working Groups
  - (team-specific)